

Personnel Action Form Manual

Office of Human Resources
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PERSONNEL ACTION FORM MANUAL

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PERSONNEL ACTION FORM MANUAL

Introduction

The County's Human Resources Management System (HRMS) is the personnel/payroll database. Based on the information entered into HRMS by OHR and Payroll staff, the database is updated and an employee's paycheck is generated. Position data resides in the position control file, which is a separate file but connected to HRMS for edits of position number validity and transfer of certain data.

Both systems are designed for processing changes to an employee's record through manual data entry. Data to be entered comes from the:

- Personnel Action Form (PAF) and
- Personal Data Form (PDF).

PAF

A PAF is used to record and enter an employee's personnel and pay information. A PAF is used for an employee's initial appointment, as well as for a transfer, promotion, leave of absence, termination, or other personnel action. Processed PAFs are imaged (filed) into an employee's official file as required by *Personnel Regulations*. Department number and index code data entered from the PAF are synchronized nightly with the position control file.

PPF

The Position Profile Form (PPF) is the document used for data entry of position information into the position control file.

This manual provides information for departments about how to make changes to an employee record using PAFs. The manual includes general information, descriptions of PAF data fields, sample completed PAFs, and notes and reminders about PAFs and PAF processing.

Actions Requiring PAF and/or PPF

- Some actions affect only an employee's record and require only a PAF.
- Some actions affect only the position record and require only a PPF.
- Some actions affect both employee and position records and require both a PAF and a PPF. See the table below.

Personnel Actions Requiring a PAF	Position Actions Requiring a PPF:
<ul style="list-style-type: none"> • Appointments (all) • Promotions • Demotions • LWOP • LWOP return • Transfers • Reclassification** • Reallocation • Service increment (Police and Fire) • Within-grade salary changes • Adverse actions • Terminations 	<ul style="list-style-type: none"> • Position creation • Position reclassification ** • Position abolishment • Position transfer between departments ** • Changes in any position attributes recorded on PPF (e.g., bargaining unit status, financial disclosure requirement, drug/alcohol testing, etc.)
<p>** PPF required also</p> <p>Note: Miscellaneous department code and index code changes require a PAF or other communication to OHR/Records Management, EOB 8th floor. That information will be synchronized to the position control file nightly. See page 7.</p>	<p>** PAF required also</p>

The Process

Most PAFs are generated by departments. For department-generated PAFs, the process is as follows:

- You (the department) prepare a PAF reflecting an appointment, promotion, transfer, or other personnel action and send it to the appropriate OHR team for review and data entry. (See page 12 for PAF routing.)
- OHR staff reviews the PAF, enters the data into HRMS, and bursts the PAF. The white copy and supporting documentation are imaged into the employee's file, the yellow copy is sent to Payroll, and the pink and green copies are returned to you (the originating department). The pink copy is for the departmental file; the green copy is for the employee.
- The system generates a new pre-printed PAF called a "turnaround," which reflects the new data entered. The turnaround should show all changed fields underlined.
- OHR receives turnarounds daily for the actions processed the previous day. The turnarounds are sent to departments the day they are received. Departments then use the turnaround for the next personnel action for that employee.

Note that Job 2 PAFs have the Job 1 department address. Please forward any Job 2 PAFs to the employee's Job 2 department.

Remember that reclassification affects position a position and requires preparation of a PPF as well as a PAF.

Department-Generated PAFs

Entering Data on the PAF

Use White Spaces

Most fields on the PAF have two lines – an upper shaded portion and a lower white portion. The blue shaded areas contain computer-generated information. The white portion is where departments may enter new data for entry into HRMS.

Example:

If a department promotes an employee and grants a 5% salary increase on the promotion, the employee's salary would increase from \$40,000 to \$42,000. Using the employee's most recent turnaround, you would enter the new salary in the white area underneath the current salary. The salary change would be displayed as follows:

Annual
<u>Base Salary</u>
<u>///40,000///</u>
42,000

Enter Information Necessary for the Action

For an appointment (new hire), you must use a blank PAF and enter data into many of the PAF fields. To make a change for a current employee, you only have to enter the information that needs to be changed *if you use the latest turnaround*. See sample PAFs and notes and reminders beginning on page 31. Remember -- always put the new data into the white areas.

Some Fields Are Never Entered

There are some fields on the PAF that are never completed by departments. These fields are marked with an asterisk (*) on the sample PAF on page 16. The fact that departments do not enter in these fields is also indicated in the listing of PAF fields.

**If you don't have a typewriter or hate using one,
just *print clearly* on the PAF.**

If You Don't Have a Turnaround PAF

If you don't have a turnaround for a current employee, use a blank PAF to make a change for that employee.

Mandatory Fields

If you use a blank PAF, be sure to enter the:

- Employee ID
- Employee name
- Action code
- Effective date and
- Any reason code or other information required for the action code.

(See the sample PAFs beginning on page 34 for information required.)

Your department should have a supply of blank PAFs. Contact OHR's Records Management Team at 240-777-5112 if you need more.

Order of Pay Actions

If you prepare multiple PAFs for the same employee with pay actions effective the same date, this is the order of actions for salary computation:

- General wage adjustment
- Reclassification
- Promotion
- Increment

More Than One PAF for an Employee

Actions Effective Same Date

If you have more than one PAF for an employee with the same effective date (for example, ending a temporary promotion and granting a permanent promotion), please *staple* those PAFs together when you send them to OHR. That way, they will be processed by the same person in the correct sequence. It would also be helpful if you could hand-number the PAFs 1 of 2, 2 of 2, etc., in case they get separated.

Remember that a PAF may only show one pay action. For example, a promotion and increment effective the same date require two PAFs. (See previous page for the order of pay actions.) This is because OHR must have an audit trail for pay changes.

Retroactive Actions

Please remember that a retroactive pay action for an employee may require preparation of additional PAFs to correct subsequent actions. For example, an employee who is promoted retroactively may need PAFs to correct an increment or general wage adjustment that occurred after the promotion.

If you have an employee with a retroactive salary action that affects subsequent pay actions, please staple the PAFs together before sending them to OHR. Also, remember to check that the effective dates of all actions are always at the beginning of a pay period and that the salaries are correct.

When a PAF is not Required

Minor Changes

The following data corrections/changes to an employee's record are considered minor.

- Department number (unless the employee is transferring to another department)
- Index code
- Project code, project detail, grant year and
- Percent

For HRMS changes to these fields, you may use a PAF OR send a memo, spreadsheet, or e-mail to request these changes. Be sure to include the

- Employee ID (SSN)
- Employee name
- Action code
- New information and
- Effective date of change (cannot be a future date).

PAFs, memos, and spreadsheets should be sent to:
OHR/Records Management
EOB 8th floor.

Send e-mail data change requests to Pat Daly, Sr. H.R. Specialist.

In the near future, departments will have the option to data enter certain non-sensitive information directly into HRMS, as part of a data entry decentralization project developed jointly by DIST, OHR, OMB and other customer departments.

Awards

Annual leave or cash awards are no longer processed using a PAF. Award PAFs will be returned to the originator. Instead, use OHR's form memo. *Send only the original memo.* Your department's Administrative Services Coordinator should have an electronic copy of the memo that can be sent to you to use. If not, call OHR/Records Management at 240-777-5112.

OHR records the award information, images the memo into the employee's file, and then gives the memo to Payroll for processing.

System-Generated PAFs

Merit Status PAFs

Merit status PAFs are automatically generated for most probationary employees eight weeks before the end of the probationary period. OHR forwards them to the departments for action. Please check these

PAFs carefully and decide whether you want to grant the merit status or not. Then, take one of the actions described below.

To Grant Merit Status

The authorized department representative must sign the merit status PAF and return it to OHR for the employee's file. Merit status is not automatic.

To Delay or Deny Merit Status

If you do not want a probationary employee to be granted merit status on the date the employee becomes eligible, you should take action to extend the probationary period or terminate the employee before the effective date of the merit status.

Use the merit status PAF (see sample on page 55). You must work with OHR's Labor Relations Team on this because it is an adverse action, and leave enough time so that the PAF reaches Records Management at least one pay period before the beginning of the pay period in which the original merit status date falls. If you are delaying an employee's merit status, please indicate on the PAF if you want to change the employee's increment date as well. Unless you specifically request a change to the increment date, it will not be changed.

The effective date on the PAF must be at least one pay period before the beginning of the pay period in which the original merit status date falls so that the data entry to change the merit status date can be done timely.

Exception to Advance Printing of Merit Status PAFs

The exception to the advance printing of merit status PAFs is prior to a general wage adjustment. During the eight-week period before a general wage adjustment, advance printing of merit status PAFs is suspended.

To keep departments informed during this period of suspension, DIST prepares and OHR distributes to departments a list of those employees with merit status dates shortly after the general wage adjustment. This, again, is to allow time for you to take an action to delay the merit status, if appropriate.

Once the general wage adjustment has occurred, the backlogged merit status PAFs are printed and distributed, and the regular production schedule resumes.

Expedited Service Increment PAFs

Like merit status PAFs, service increment PAFs for most employees eligible for an increment are generated automatically eight weeks before the employee's increment date and are distributed to departments for action. These are called "expedited increments." At the same time, DIST also generates a single-page "laser PAF" for OHR to image into employees' files.

Please check these PAFs carefully to make sure that you wish to grant the increment to the employee.

To Grant an Employee's Increment

No action is required of the department if you want an employee to receive the service increment. You may destroy the white and yellow copies of the PAF, keep the pink copy, and give the green copy to the employee. OHR has the "laser PAF" referred to above for the employee's file.

Please note, however, that if an employee has any pay change, such as a promotion or position reclassification, between the time the expedited increment PAF is printed and the effective date of the increment, you will need to prepare a corrected increment PAF with the salary after the promotion as the basis for the increment.

To Delay or Deny an Increment

If you do not want an employee to receive a service increment, you must take action to delay or deny it before the effective date of the increment or the employee will receive the increment.

Delay or denial of a service increment is an adverse action, so allow time for processing the action through OHR's Labor/Employee Relations Team. Use the increment PAF (see sample on page 77).

The PAF must reach Records Management at least one pay period *before* the beginning of the pay period in which the increment date falls. *The effective date on the PAF must also be at least one pay period before the beginning of the pay period in which the increment date falls* so that the data entry to change the increment date can be done in time.

Exception to Advance Printing of Increment PAFs

The exception to the advance printing of PAFs is prior to a general wage adjustment. During the eight-week period before a general wage adjustment, expedited increment PAFs are suspended due to the fact that the employee's salary will change with the general wage adjustment.

To keep departments informed during this period of suspension, DIST prepares and OHR distributes to departments a list of those employees with increment dates shortly after the general wage adjustment. This, again, is to allow time for you to take an action to stop the increment, if appropriate.

Once the general wage adjustment has occurred, the backlogged expedited increment PAFs are printed and distributed to departments, and the regular production schedule resumes.

You will receive an expedited increment PAF for an employee whose increment is effective the same date as a general wage adjustment after the general wage adjustment is run. You will not need to generate a manual PAF unless there has been a promotion or other salary change in addition to the increment effective the same day as the general wage adjustment.

General Wage Adjustment PAFs

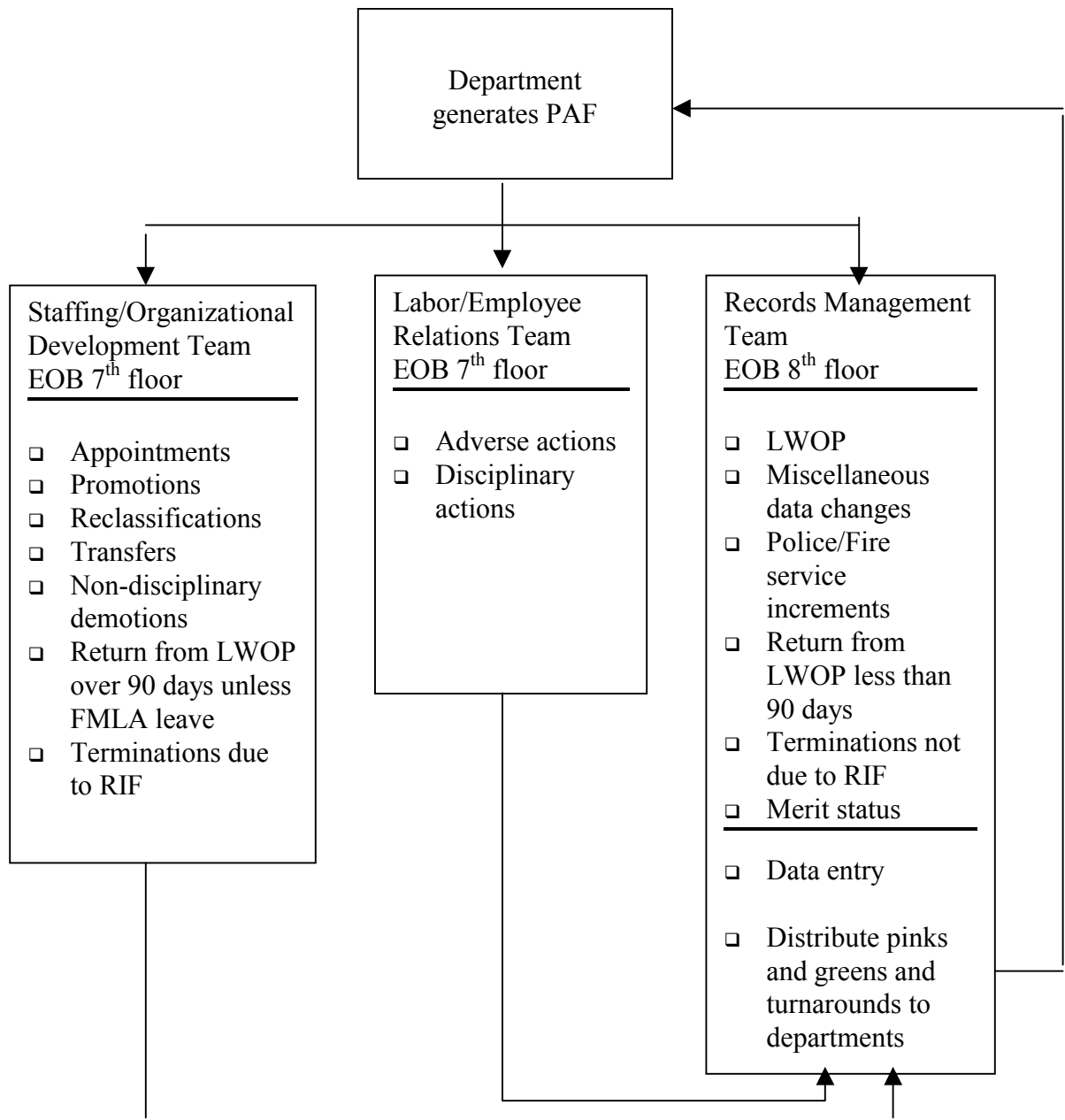
General wage adjustment PAFs are generated automatically for eligible employees and don't need to be manually processed. At the same time, DIST also generates a single-page "laser PAF" for OHR to image into employees' files.

At the time of a general wage adjustment, OHR will send you the complete carbon copy of the general wage adjustment PAF for each employee, with a request that you destroy the white and yellow copies and keep only the pink and green copies. DIST will also generate, and

OHR will send you, turnaround PAFs reflecting the new salaries after the general wage adjustment.

Note that general wage adjustments are only processed automatically for Job 1. If a department wants to grant a general wage adjustment for a Job 2, you will need to prepare a PAF to process it.

PAF Routing



Data Entry Schedule

Certain personnel actions that do not change pay are data entered the pay period received and are effective immediately or with the next paycheck (changes of address, tax changes, miscellaneous data changes) unless you indicate a future effective date. HRMS data entry is based on effective date. For example, changes that you indicate as effective 3/24/02 - 4/06/02 will be data entered 4/03/02 – 4/12/02, with all other actions effective during that pay period. (See Sample Personnel and Payroll Processing Cycle on page 14.) We will enter changes that you indicate effective immediately within the data entry period received.

A personnel action affecting an employee's pay is reflected in the paycheck for the *following* pay period as the schedule below illustrates. Note that the data entry period does not coincide with the pay period.

Data Entry Schedule - 2002

Pay Action Effective Pay Period of	Data Entry	Pay Date
3/24-4/06	4/03-4/12	4/19
4/07-4/20	4/17-4/26	5/03
4/21-5/04	5/01-5/10	5/17
5/5-5/18	5/15-5/24	5/31
5/19-6/01	5/29-6/07	6/14
6/02-6/15	6/12-6/21	6/28
6/16-6/29	6/28-7/05	7/12
6/30-7/13	7/10-7/19	7/26
7/14-7/27	7/24-8/02	8/09
7/28-8/10	8/07-8/16	8/23
8/11-8/24	8/21-8/30	9/06
8/25-9/07	9/04-9/13	9/20
9/08-9/21	9/18-9/27	10/04
9/22-10/05	10/02-10/11	10/18
10/06-10/19	10/16-10/25	11/01
10/20-11/02	10/30-11/8	11/15
11/03-11/16	11/13-11/22	11/29
11/17-11/30	11/27-12/6	12/13
12/01-12/14	12/11-12/20	12/27
12/15-12/28	12/26-1/3/03	1/10/03

Sample Pay Period Processing Cycle

(Refer to data entry schedule on page 13)

Pay Period 3/24-4/06/2002

Begins				
Monday 3/25	Tuesday 3/26	Wednesday 3/27	Thursday 3/28	Friday 3/29
Data entry for 4/5 payday	Data entry for 4/5 payday	Data entry for 4/5 payday	Data entry for 4/5 payday Noon is deadline to submit to Records Management information to be data entered (1)	Last day of data entry for 4/5 pay day
Monday 4/1	Tuesday 4/2	Wednesday 4/3	Thursday 4/5	Friday Payday 4/6
System down -- no data entry Timesheets for next pay period printed (2)	System down -- no data entry	Data entry begins for following payday 4/19	Data entry for following payday 4/20	Data entry for following payday 4/20

(1) Only original PAFs and other documents. No faxes.

(2) Note that because timesheets are pre-printed, index code changes made 3/20-3/29 will be reflected on the timesheet for 4/07-4/20 pay period.

You should receive pinks and greens and turnarounds within a few days of data entry. There are eight days for data entry in the pay cycle, however. Your action may be entered on the first day or the last day.

For More Information

About	Contact	Phone
Adverse Actions	OHR/Labor/Employee Relations EOB 7 th floor	240-777-5114
Appointment, Promotion, Transfer, Or Other Employment Issues	OHR/Staffing and Classification EOB 7 th floor	240-777-5000
PAF and PDF Processing	OHR/Records Management EOB 8 th floor	240-777-5112
PPFs or Position Control	OHR/Staffing and Classification EOB 7 th floor	240-777-5000

TODAY'S
DATE 1

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

2

EMPLOYEE NAME

3

DEPARTMENT NAME / ADDRESS

6

LAST ACTION(S)

4

EMPLOYEE I.D.

5

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

: 7 :

ACTION(S)

8

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

9

SUFFIX

10

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
11	: 12 :	: 13 :	14	: 15 :	16	17	18	19	20

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
21	: 22 :	: 23 :	: 24 :	25

COMMENTS

26

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
27	28	* ▲ 29	30	31	▲ 32	33	▲ 34	35

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
36	: : 37	38	39	40	: : 41

ASSIGNMENT INFORMATION

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE	JOB ASSIGNMENT COMMENTS
43	: : 44	: : 45	46	47	: : 48	49

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
▲ 50	51	52	53	▲ 54	55	*	57	58

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
59	60	▲ 61	: 62 :	: 63 :
		▲	: : :	: : :
		▲	: : :	: : :
		▲	: : :	: : :

APPROVALS

BY EMPLOYEE 64	DATE	BY SUPERVISOR 65	DATE
BY DIVISION CHIEF 66	DATE	BY DEPARTMENT HEAD 67	DATE
BY PERSONNEL DIRECTOR 68	DATE	BY CHIEF ADMINISTRATIVE OFFICER 69	DATE

Page 16

Fields On the Personnel Action Form

The PAF is divided into four sections:

- Heading,
- Status Information,
- Assignment Information, and
- Approvals.

There are a total of 69 separate fields on the PAF. Note that some fields are mandatory and must be completed for processing to continue. The 69 fields are described below. Refer to the numbered fields on the PAF on the previous page.

Heading

The heading includes fields #1 through #10. **Most of these fields must be completed for a new employee.** For a current employee, many of the fields are pre-printed with current information.

Field #	Field Name	Description/Format
1	Today's Date	The date the form is prepared.
2	Last Effective Date	For current employees, this is a pre-printed field for informational purposes only. It reflects the date the last personnel action was data entered.
3	Employee Name	For current employees, this is a pre-printed field for informational purposes only. It reflects the name of the employee as it currently appears on the employee database.
4	Last Action(s)	For current employees, this is a pre-printed field for informational purposes only. It reflects the last personnel action(s) processed for the employee.
5	Employee ID	The employee's Social Security number. For current employees, this is a pre-printed field. For a new employee, this field must contain 9 digits.

6	Department Name/Address	For current employees, this is a pre-printed field for informational purposes only. It reflects the name of the department in which the employee works.
7	Effective Date (Always required)	<p>The effective date of the personnel action currently being processed. Except for terminations, actions must be effective at the beginning of a pay period.</p> <p>Note that the turnaround PAF's last effective date on will not be the date you entered here. It will be the date the PAF was processed.</p>
8	Action(s) (Always required)	<p>Action codes reflect the personnel action(s) to be processed. A PAF <i>must</i> have an action code.</p> <p>As many as three action codes may be used each time a PAF is prepared, but only one salary change may be made per PAF. For example, a single PAF could reflect a transfer, promotion, and index code change, but not a transfer, promotion, and increment.</p> <p>Valid action codes are listed below. Action codes are also listed on the front of the PAF, except that code 02 is not a valid code.</p> <ul style="list-style-type: none"> 01 Appointment 03 LOA without pay (LWOP) 04 Return from LOA 05 Separation 06 Promotion 07 Job reclass/reallocation 08 Demotion 09 Increment/job assignment change 10 Transfer 11 Other data change 12 Data correction <p>Please note that for Action Code 03 (LWOP) you <i>must</i> enter information in fields #15, #16, and #17 or the PAF can't be processed.</p> <p>For Action Code 05 (separation) you <i>must</i> enter a Reason Code in field #14.</p>

9	Employee Name	The name of the employee. Pre-printed for a current employee and required if you are using a blank PAF. If completing a blank PAF, enter the employee's name in the following format: Last name, first name middle initial.
10	Suffix	A name suffix used by the employee. For example: Jr. or III. There is a maximum of four characters for this field.

Status Information

This section includes fields #11 through #41 and records information about the employee's status with the County.

11	Employee Status	The current employment status of the employee. The only valid status codes are: A = Active L = Leave Without Pay T = Terminated M = Military (involuntary leave under national emergency or Presidential authority only) If you enter L you <i>must</i> also enter information in fields #15, #16, and #17.
12	Status Date	The effective date the employee is placed in the status in #11 above. Format: MM/DD/YYYY Note that the only time this date changes is when the employee's status changes as indicated in field #11. <i>Never</i> change the status date on a transfer, reclassification, or other action.
13	Employment Date	Date the employee most recently began continuous employment. For most employees, this date will be the same as Field # 24, Original Hire Date. If the employee left the County and returned, the employment date will be different from the original hire date.

		Format: MM/DD/YYYY
14	Separation Reason	<p>The employee's reason for leaving County employment. An action code indicating a separation <i>must</i> be accompanied by a reason code.</p> <p>Separation reason codes are:</p> <p>Involuntary -- Termination</p> <p>01 Temporary appointment discontinued</p> <p>02 Reduction in force</p> <p>06 Termination - failure to maintain license/certification</p> <p>07 Termination - leave of absence expiration – did not return.</p> <p>08 Termination - unsatisfactory performance (after obtaining permanent status)</p> <p>10 Termination - failure to pass probationary period</p> <p>11 Termination - 3 or more months LWOP</p> <p>12 Termination - other</p> <p>Involuntary -- Dismissal for Cause</p> <p>21 Dismissal -unexcused absence or lateness</p> <p>23 Dismissal - misconduct/violation of rules</p> <p>Voluntary -- Retirement</p> <p>41 Normal retirement</p> <p>42 Early retirement</p> <p>43 Service-connected disability retirement</p> <p>44 Non-service connected disability retirement</p> <p>45 Discontinued service retirement</p> <p>Voluntary/Other</p> <p>30 Accepted new job</p> <p>31 Personal reasons</p> <p>32 Leave of absence expiration - resigned</p> <p>40 Quit without notice</p> <p>70 Military obligation</p> <p>80 Death</p>
15	LOA Return Date	<p>The date the employee is expected to return from leave without pay (LWOP). A leave of absence <i>must</i> have a LOA return date.</p> <p>Format: MM/DD/YYYY</p> <p>When the employee returns from LWOP, enter 00/00/0000 in this field.</p>

16	LOA Reason	<p>The reason the employee is on leave without pay (LWOP). LOA reason codes, which are also shown on the reverse of the PAF, are:</p> <ul style="list-style-type: none"> 01 Disability leave 02 Military obligation 03 Trial retirement (9 month return date) 04 Personal 05 Employee illness/injury * 06 Educational 08 Suspension 10 Absent without approved leave (AWOL) 11 Parental 12 FMLA care of foster child 13 FMLA family illness <p>* Note that if the reason code is 05, the Comments box should indicate if the employee's leave has been designated as FMLA leave.</p> <p>When the employee returns from LWOP, enter 00 in this field.</p>
17	Reinstatement Rights	<p>Indicates whether the employee has reinstatement rights to the employee's position on return from LWOP. This field <i>must</i> be completed if the PAF action code is 03, indicating LWOP. Reinstatement rights codes are:</p> <p>Y = Yes N = No reinstatement rights. Employee has waived reinstatement rights.</p> <p>When the employee returns from LWOP, enter 0 in this field.</p>
18	Regular/ Temporary	<p>Indicates whether an employee is regular (formerly permanent) or temporary. R/T codes are:</p> <p>R = Regular (includes term employees) T = Temporary</p> <p>Note that term employees should be entered as R.</p>

19	Full/Part Time	<p>Indicates whether an employee is full-time or part-time. F/P codes are:</p> <p>F = Full-time (100%) P = Part-time (less than 100%)</p> <p>Entries in this field must be consistent with fields #54, % Full time and #61, Percent.</p>
20	Exempt/Nonexempt Type	<p>Indicates whether or not an employee's position is subject to the Fair Labor Standards Act (FLSA) wage/hour regulations. Valid E/N codes are:</p> <p>E = Exempt N = Non-exempt</p>
21	Pay Status	<p>The employee's pay status. Most employees are recorded as hourly for salary calculation purposes. Elected officials and board members are indicated as salaried. Pay status codes are:</p> <p>H = Hourly S = Salaried</p>
22	Increment Date	<p>For a new regular appointment, this is the date of the employee's first service increment. Except for Police Officers, whose date is entered later, this date is <i>one year</i> from the date of appointment.</p> <p>This field will be blank if an employee is not eligible to receive an increment. Elected and appointed officials, participants in the Management Leadership Service (MLS), and most temporary employees are not eligible for increments.</p> <p>Format: MM/DD/YYYY</p>
23	Longevity Date	<p>The date the employee completed 20 years of County service. This field is used only for FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes.</p> <p>Departments do not enter.</p>

24	Original Hire Date	<p>The date of the employee's first employment with the County. This date never changes, and for most employees, this date is the same as the employment date (field # 13). However, if the employee had a break in service, the employment date will be different from the original hire date.</p> <p>Format: MM/DD/YYYY</p>
25	Dept. No.	<p>The code that identifies the department in which the employee works. The code requires a minimum of <i>six</i> digits (department, division, and section) and a maximum of eight digits (last two digits reflect subsection).</p> <p>Note: If your department uses mail stop codes, enter the mail stop in field #26, Comments, or field #49, Job Assignment Comments.</p>
26	Comments	<p>Space for explanation or more information about the personnel action being taken. For example, if an employee has two County jobs, Job 1 and Job 2, the comments box must indicate which job the current action is for.</p>
27	Annual Base Salary	<p>The full-time annual base salary for the employee. (Does not include any pay differentials.) Use dollars only, no cents. Always <i>round up</i> to the next dollar. Salary must be correct or the PAF will be returned.</p> <p>Remember that even if an employee is part-time, the annual salary should always reflect a full-time salary. The system will calculate the correct pay based on the employee's percent full time (field #54).</p>
28	Longevity Dollars	<p>Dollar amount of an eligible employee's longevity step. This field is used only for FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes.</p> <p>Departments do not enter.</p>

29	Longevity Percent	The percent of base salary for an eligible employee's longevity step. Applicable only to FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes. Departments do not enter.
30	Pay Differential Dollars	Dollar amount of an eligible employee's pay differential.
31	Pay Differential Code	Code for an eligible employee's pay differential. Pay differentials are used by a limited number of departments. These departments know the valid codes that apply to them.
32	Pay Differential Percent	The percent of base salary of an eligible employee's pay differential. Format: <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="text-align: right; padding-right: 20px;">5% PD 10% PD</div> <div style="text-align: left;"><u>Enter</u> 05.00 10.00</div> </div>
33	ESD Dollars	Dollar amount of an eligible employee's educational salary differential. Departments do not enter; this is automatically calculated by the system.
34	ESD Percent	The percentage of an eligible employee's salary that the employee may receive as an educational salary differential.
35	Total County Salary	The total of annual base salary plus any pay differential, ESD differential, or longevity differential. Use dollars only, no cents. Always round up to the next dollar.
36	Merit Status	Indicates whether the employee's position is a merit system position whose incumbent is eligible for merit system status upon completion of the probationary period. A list of <i>non-merit</i> positions is found in <i>Personnel Regulations</i> , Section 1-2, <i>Applicability</i> .

	Merit Status (cont'd.)	<p>The merit status codes are:</p> <p>Y = Merit system position <Blank> = Non-merit position</p>
37	Merit System Status Date	<p>The date on which the employee's probationary period ends and the employee is eligible for permanent status. For unrepresented employees, one year from the date of permanent appointment. For an employee in a position represented by MCGEO, six months from the date of appointment. For Police Officers and Deputy Sheriffs, 18 months from appointment.</p> <p>Format: MM/DD/YYYY</p>
38	Union ID	<p>The bargaining unit that the employee's position is assigned to:</p> <p><Blank> = Unrepresented Police Fire OPT SLT</p>
39	Bargaining Unit Fees	<p>Indication of employee's eligibility for union membership or exempt status, or the employee's choice of fee payment when a union member.</p> <p>Exempt = Position is exempt from bargaining unit membership. Eligible = Position is in a bargaining unit. Employee is eligible for membership.</p>
40	Temporary Promotion	<p>Indicates if the employee's promotion is temporary. Note that an employee temporarily promoted will remain in the current position number although for most temporary promotions the job class number and job class title will change. Temporary promotion codes are:</p> <p><Blank> = No Y = Yes</p>
41	Temporary Promotion Date	<p>Effective date of the employee's temporary promotion.</p>

		Format: MM/DD/YYYY
--	--	--------------------

Assignment Information

This section includes fields # 42 through #63 and describes information about the employee job assignment(s), including the codes to which the employee's salary is charged.

42	Job Class Title	The title of the employee's position. This field is pre-printed for a current employee. For a new employee, enter the job title in field #49, Job Assignment Comments.
43	Job Number	<p>The number of the employee's job that the action refers to. For most employees, this number will be 1, since most employees have only one job with the County. A PAF for an employee's second County job would have a 2 in this field.</p> <p>Note that two jobs are the maximum for any employee, and the total percent of time the employee works both jobs cannot exceed 100%.</p>
44	Begin Date	<p>The date the employee began work in the current position. <i>Begin date is associated with position number and is only changed when the employee's position number changes.</i> For example, if an employee is promoted to a different position, the begin date would be changed to reflect the date of the promotion. If the employee's position is reclassified, the begin date does not change.</p> <p>Format: MM/DD/YYYY</p>
45	End Date	<p>The date an employee leaves, or is expected to leave, the position number in field #16.</p> <p>Always use 99/99/9999, except on a termination of employment.</p>
46	Position No.	The five-digit approved position number.
47	Job Class No.	The six-digit class code indicating the official title of the job the employee holds. Job class numbers, or class codes, may be found in OHR's on-line Resource Library under Classification and

		Compensation.
48	Class Entry Date	The date the employee entered the job class. Format: MM/DD/YYYY.
49	Job Assignment Comments	Space for comments about the job assignment – new job title, etc.
50	Pay Rate	<p>This field contains either the hourly rate of pay for the job, or the amount paid to the employee per pay period, depending on the employee's pay status and rate code (See fields #21 and #51).</p> <p>Required format: 123.456</p> <p>For most employees with pay status H (see field #21) and a rate code of H (see field #51), the pay rate-- even for a part-time employee-- is computed by dividing the total county salary by 2080. The pay rate must be calculated to four decimal places, and then rounded up or down to three decimal places. If the fourth decimal place is 5 or greater, round up; if 4 or less, round down (or drop the fourth decimal).</p> <p>For example, an annual salary of \$40,000 divided by 2080 will equal 19.2307, which rounds to a pay rate of 19.231. An annual salary of \$46,000 divided by 2080 will equal 21.1153, which rounds to a pay rate of 21.115.</p> <p>For employees with pay status S and a rate code of P, the pay rate is the total County salary divided by 26. For example, a salary of 15,514 divided by 26 pay periods will equal 596.6923, rounded to 596.692.</p>
51	Rate Code	<p>This code defines the content of the previously discussed pay rate field. Rate codes are:</p> <p>H = Hourly rate P = Pay period amount</p>
52	Grade	<p>A two-digit grade to which the employee's position is assigned. For example:</p> <p>21 P3 F1</p>

		08	M2	25
53	Step	The step number corresponding to the employee's position in the grade range. (Currently used only for certain Fire/Rescue classes.)		
54	% Full Time	<p>The percentage of full time that the employee is required to work. Format 000.00. For example, a full-time employee would show 100.00, a part-time employee 50.00 or 60.00, etc.</p> <p>Note that this percentage must be consistent with the entry in field #19, F/P and must be the same percentage as in field #61, Percent.</p>		
55	Term	<p>Reflects whether an employee is in a position that is year-round (12 months a year) or 10 months of the year. For example, most Health Room Technicians and Crossing Guards are 10-month employees. Term codes are:</p> <p style="padding-left: 40px;"><Blank> = 12-month position 03 = 10 month position</p>		
56	Pay Cycle	The bi-weekly pay cycle. All employees are paid on the B1 cycle. Departments may enter but do not need to.		
57	Time Reporting Code	<p>The method of time reporting required by the job. The Time Reporting Codes are:</p> <p style="padding-left: 40px;">P for merit system employees L for salaried employees (elected officials, members of boards and commissions)</p>		
58	Job Dept. No.	<p>The appropriate department for the job described on this line of the form. For Job #1, this number will be the same as the 6 or 8-digit department number in Field #25.</p> <p>For a second job, the Job Department Number will reflect the department of the second job. Job Department Number requires a minimum of six digits, and may have eight digits.</p>		

59	Account Number (Index Code, Project Code, Project Detail, Grant Year)	<p>This field is used to indicate the codes necessary to charge labor expenses correctly. The distribution information entered here is automatically pre-printed on an employee's time sheet.</p> <p>Format: 123456789-123456-123-12.</p> <ul style="list-style-type: none"> • The first nine digits reflect the index code; • The following six digits represent the project code, if any; • The next three digits represent the project detail, if any; and • The remaining two digits represent the grant year, if any. <p>Note that project code and grant year are mutually exclusive.</p>
60	Earnings Type	<p>A three-character code identifying the type of payment made. <i>For most employees, the earnings type is REG; an employee's second County job (Job 2) must have TPP in this field.</i> The Earnings Type will automatically be pre-printed on the employee's time sheet.</p>
61	Percent	<p>Indicates the percent of the earnings type being charged to that index code and project code for the employee. There may be multiple codes charged for an employee's time; a maximum of three may be entered on the PAF. With the exception of certain Fire/Rescue employees, percentages should not exceed a total of 100.00.</p> <p>Format: 000.00.</p> <p>For example, full time would show 100.00; part time would show 50.00 or 60.00, etc.</p> <p>This percent <i>must</i> be consistent with field #19, F/P, and field #54, % full-time.</p>
62	Start Date	<p>The effective date of the account number.</p> <p>Format MM/DD/YYYY</p>

63	Stop Date	<p>The date that the charge to the account number is to stop.</p> <p>Always use 99/99/9999 except on a termination of employment.</p>
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Approvals

Fields #64 through #69, record the signatures required to approve the current action.

64	Employee	<p>Signature or initials of the employee.</p> <ul style="list-style-type: none"> • Required for voluntary demotion or demotion as a result of RIF. • Recommended for waiver of reinstatement rights on LWOP 90 days or longer.
65	Supervisor	Signature or initials of the supervisor.
66	Division Chief	Signature or initials of the division chief or designee, if required.
67	Department Director	<p>Signature or initials of the department director or authorized designee.</p> <ul style="list-style-type: none"> • Required for all adverse actions. • Required for all pay-related actions.
68	OHR Director	<p>Signature or initials of the OHR Director or designee.</p> <ul style="list-style-type: none"> • Required on appointments above the minimum of the grade.
69	CAO	<p>Signature or initials of the CAO or designee.</p> <ul style="list-style-type: none"> • Required for appointments above the mid-point of the grade. • Required for pay increases greater than 10%.

Sample PAFs and Related Information

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General Tips and Reminders

- Be sure to **use the latest version of the PAF** form. It has PAF in big letters in the upper right corner of the page. Discard older versions.
- Be sure to **use the latest turnaround** for an employee or the salary could be incorrect. Check the last action code and the last effective date in the upper left-hand corner of the PAF.
- **Send only original PAFs**, not copies. No faxes.
- If you're using a turnaround, you only need to enter information in fields that have changes. Be sure to **enter in the white area**.
- **Don't use a PAF for an award.**
- Make sure that the **employee ID is correct**. On a new appointment, enter the ID on the PAF from the employee's Social Security card instead of from the application. Occasionally an employee will make an error on the application.
- **Except for terminations, actions, including retroactive actions, must be effective at the beginning of a pay period.**
- There can only be **one pay action per PAF**.
- **Salary and pay rate must be exact and correct.** Annual salary is always rounded up to the next dollar. For example, a salary of \$26,312.01 is rounded up to \$26,313.

Pay rate is calculated to the 4th decimal, then rounded to the 3rd decimal. If the 4th decimal is 5 or higher, round the 3rd decimal up. If the 4th decimal is 4 or lower, round down to the 3rd decimal (or drop the fourth decimal).

- **Annual salary should always reflect a full-time salary** even if the employee is part-time. The hourly rate is the annual salary divided by 2080. The system will calculate the correct pay based on the employee's percent full time.
- **Position numbers must be correct** on appointments, promotions, or transfers. Your action may be delayed if the position number is not correct.

- **Multiple PAFs** for the same person with the same effective date should be stapled together. It would be helpful if you could hand-number them 1 of 2, 2 of 2, etc.
- **Multiple PAFs** involving retroactive actions for the same employee should be stapled together. It would be helpful if you could hand-number them 1 of 3, 2 of 3, 3 of 3, etc., and please be sure salaries are correct and effective dates are the beginning of a pay period.
- The **status date only changes on appointment, leave without pay, return from leave without pay, and termination** – not on transfer or any other action.
- PAFs for an **employee having two jobs** must state in the Comments box whether the PAF is for Job 1 or Job 2. Also, for PAFs affecting Job 2, consider writing **JOB 2 in caps at the top of the PAF**.
- There is no specific place on the PAF to indicate mail stop. Write the **mail stop code in the Comments box or the Job Assignment Comments box**.
- **Use the Comments boxes to describe actions.** The information can be helpful to distinguish PAFs later on.
- Always **check turnarounds carefully** and let us know promptly if you find errors. We will correct them immediately.
- Please refer to sample PAFs and **fill out your PAFs completely** to expedite processing.

Personnel Regulations and collective bargaining agreements govern many personnel actions. Check these documents for important information about pay, leave, increments, classification, adverse actions, etc.

Appointment – Merit (Regular)

Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- A term employee (employee hired for a specific time period and eligible for benefits) should be shown as R (regular) in field #18, R/T.
- The merit status date is one year from the date of hire for unrepresented employees, and six months from the hire date for employees in positions represented by MCGEO. Public safety employees may have probationary periods that are specific to their job classes.
- Increment date, for employees eligible for increment, is one year from the hire date.

TODAY'S DATE	:	:
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**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE	EMPLOYEE NAME
	DOE, JOHN
LAST ACTION(S)	DEPARTMENT NAME / ADDRESS
	HHS PUBLIC HEALTH SERVICES
EMPLOYEE I.D.	
123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.		01 - APPOINTMENT	07 - JOB RECLASS
EFFECTIVE DATE	ACTION(S)	02 - LOA WITH PAY	08 - DEMOTION
12 : 26 : 2000	01	03 - LOA WITHOUT PAY	09 - INCREMENT/JOB ASSIGNMENT CHANGE
		04 - RETURN FROM LOA	10 - TRANSFER
		05 - SEPARATION	11 - OTHER DATA CHANGE
		06 - PROMOTION	12 - DATA CORRECTION
EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)		SUFFIX	
DOE, JOHN			

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	12/26/2000	12/26/2000		:	:		R	F	E
COMMENTS									
MERIT APPOINTMENT COMMUNITY HEALTH NURSE II									
PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.					
H	12 : 26 : 2001	:	12/26/2000	646010					
ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY	
45,000		▲			▲		▲	45,000	
MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE				
Y	06/26/2001		ELIGIBLE		:				

ASSIGNMENT INFORMATION

JOB CLASS TITLE						JOB ASSIGNMENT COMMENTS		
JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE			
1	12/26/2000	99/99/9999	04470	002306	12/26/2000	MAIL STOP G3016		
PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
21 ▲ 635	H	23		100 ▲ 00			P	646010

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
646010912	01	REC	100 ▲ 00	12/26/2000
			12/26/2000	99/99/9999
			▲	:
			▲	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Appointment – Elected Official
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Use zeroes or lines to indicate no increment date and no merit status date. Leave merit status field blank.

TODAY'S
DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

LAST ACTION(S)

OFFICE OF COUNTY COUNCIL
100 MARYLAND AVENUE
ROCKVILLE MD 20850

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

05 :01 :1989

ACTION(S)

01

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05 :01 :1989	05 :01 :1989		: : :			R	F	E

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
S	00:00 :0000	: :	05 :01 :1989	011001

COMMENCEMENT OF TERM OF OFFICE
COUNCIL MEMBER

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
50,303		▲			▲		▲	50,303

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
0	00 :00 :0000		EXEMPT		: :

ASSIGNMENT INFORMATION

JOB CLASS TITLE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	05 :01 :1989	99 :99 :9999	00021	007601	05 :01 :1989

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
1,934 ▲ 731	P	00		100 ▲ 00			L	011001

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
012000000	REG	100 ▲ 00	05 :01 :1989	99 :99 :9999
		▲	: :	: :
		▲	: :	: :

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Appointment – MLS
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Merit Status is Y, but MLS employees have no increment date.

TODAY'S
DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

EMPLOYEE NAME

DUCK, DONALD

DEPARTMENT NAME / ADDRESS

REC MGT SPECIAL EVENTS
12210 BUSHY DRIVE
SILVER SPRING MD 20902

LAST ACTION(S)

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

01 : 28 : 2001

ACTION(S)

10 06

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DUCK, DONALD

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	01 : 28 : 2001	01 : 28 : 2001		: :			R	F	E

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	00 : 00 : 0000	: :	10 : 21 : 1974	721101

COMMENTS

APPOINTMENT TO
MLS POSITION

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
82,400		▲			▲		▲	82,400

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	01 : 28 : 2002		EXEMPT		: :

ASSIGNMENT INFORMATION

JOB CLASS TITLE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	01 : 28 : 2001	99 : 99 : 9999	12379	000111	01 : 28 : 2001

JOB ASSIGNMENT COMMENTS

MANAGER II

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
39.615▲	H	M2		100▲00			P	721101

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
721101100	REG	100▲00	01 : 28 : 2001	99 : 99 : 9999
		▲	: :	: :
		▲	: :	: :

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Appointment – Non-merit Department Director
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Use zeroes or lines to indicate no increment date and no merit status date. Leave merit status field blank.

TODAY'S DATE	:	:
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**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE	EMPLOYEE NAME
	SAWYER, TOM
LAST ACTION(S)	DEPARTMENT NAME / ADDRESS
	DEPARTMENT OF BUDGET
EMPLOYEE I.D.	
123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.	
EFFECTIVE DATE	ACTION(S)
08 :02 :1999	01

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	SUFFIX
SAWYER, TOM	

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	08 :02 :1999	08 :02 :1999					R	F	E

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	00:00 :0000	:	08 :02 :1999	471010

APPOINTMENT OF DIRECTOR OF DEPT.

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
125,000		▲			▲		▲	125,000

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
	00:00 :0000		EXEMPT		:

ASSIGNMENT INFORMATION

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE	JOB ASSIGNMENT COMMENTS
1	08 :02 :1999	99 :99 :9999	01194	007917	08 :02 :1999	

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
60	▲ 096	H	00	100	▲ 00		P	471010

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47101000A	REG	100 ▲ 00	08 :02 :1999	99 :99 :9999
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Appointment – Temporary Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Please note in Comments box if employee has previously worked for the County as a regular or temporary employee and if the employee has another County job.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE

EMPLOYEE NAME

BUNNY, BUGS

DEPARTMENT NAME / ADDRESS

PWT HIGHWAY FIELD SERVICES
100 MARYALND AVENUE ROOM 114
ROCKVILLE MD 20850

LAST ACTION(S)

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

ACTION(S)

03 : 13 : 2000

01

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

BUNNY, BUGS

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	03 : 13 : 2000	03 13 : 2000		: :			T	F	N

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	: :	: :	03:13 2000	506002

TEMPORARY APPOINTMENT
PUBLIC SVS WORKER II

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
20,067		▲		▲		▲	20,067

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
	: :				: :

ASSIGNMENT INFORMATION

JOB CLASS TITLE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03 13 : 2000	99:99 :9999	00067	005231	03 : 13 : 2000

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
9 ▲ 648	H	08		100 ▲ 00			P	506002

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
506001001	REG	100 ▲ 00	03 : 13 : 2000	99:99 :9999
		▲	: :	: :
		▲	: :	: :

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Appointment – Job 2 Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- **Important:** Be sure to note in Comments box if this is Job 2 and/or hand write in upper right corner of PAF JOB 2.
- Enter Action Code and Effective Date in PAF heading area, then enter all new information in the Assignment Information section of the PAF. *Don't change or add anything in the Status Information section.*
- Remember to use TPP for earnings type (field #60).

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE

EMPLOYEE NAME

BUNNY, BUGS

DEPARTMENT NAME / ADDRESS

LAST ACTION(S)

MONTG. CO. DEPT. OF RECREATION SENIORS
3950 FERRARA DRIVE
WHEATON MD 20906

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

ACTION(S)

12 : 31 : 2000

01

01 - APPOINTMENT

02 - LOA WITH PAY

03 - LOA WITHOUT PAY

04 - RETURN FROM LOA

05 - SEPARATION

06 - PROMOTION

07 - JOB RECLASS

08 - DEMOTION

09 - INCREMENT/JOB ASSIGNMENT CHANGE

10 - TRANSFER

11 - OTHER DATA CHANGE

12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

BUNNY, BUGS

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	10/22/2000	10/22/2000						T	P
	:	:		:					N

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H			10/22/2000	4640-01
	:	:	:	:

TEMPORARY APPOINTMENT JOB 2
RECREATION ASSISTANT VII

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
33,845								33,845
		▲			▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
	:				:
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
2	12 : 31 : 2000	99 : 99 : 9999	12675	001055	12 : 31 : 2000

JOB ASSIGNMENT COMMENTS

RECREATION ASSISTANT VII
EAST COUNTY SENIOR CENTER
RECREATION DEPT.

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
13 ▲ 814	H	S7		50 ▲ 00			P	722102

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
722103517	TPP	50 ▲ 00	12 : 31 : 2000	99 : 99 : 9999
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Demotion With Decrease In Pay Notes

Send completed PAF to: (See below), EOB 7th floor.

- Employee must sign PAF for voluntary demotion or demotion due to RIF.
- Comments box should indicate voluntary demotion, demotion due to RIF or other action, etc.
- If this action is voluntary, send the PAF to OHR/Staffing and Organizational Development, EOB 7th floor.
- If the demotion is involuntary, this is an adverse action. Send the PAF to OHR/Labor/Employee Relations, EOB 7th floor.

TODAY'S DATE 07:02:00

MONTGOMERY COUNTY GOVERNMENT PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 07/02/2000

EMPLOYEE NAME DOE, JOHN

DEPARTMENT NAME / ADDRESS
POL MSB COMMUNICATIONS
20 MARYLAND AVENUE
ROCKVILLE MD 20850

LAST ACTION(S)
20

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 12/03/2000

ACTION(S)
10 08

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) SUFFIX
DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	03/27/2000	03/27/2000					R	F	N
	:	:		:				P	

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	03/27/2001		03/27/2000	474013
	:	:	:	473070

COMMENTS
VOLUNTARY DEMOTION AND TRANSFER WITH 20% DECREASE IN SALARY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
27,068							27,068
21,654		▲		▲		▲	21,654

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	09/27/2000		ELIGTB		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE POLICE TELECOMM T

JOB ASSIGNMENT COMMENTS
CROSSING GUARD

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/27/2000	99/99/9999	02233	003096	03/27/2000
	12/03/2000	:	01916	003515	12/03/2000

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
13.013	H	15		100.00		B1	P	474013
10.411		09		50.00				473070

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47401311B	REG	100.00	03/27/2000	99/99/9999
47307018B		50.00	12/03/2000	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Demotion with No Decrease in Pay Notes

Send completed PAF to: (See below) EOB 7th floor.

- Employee must sign PAF for voluntary demotion or demotion due to RIF.
- Comments box should indicate voluntary demotion, demotion due to RIF or other action, etc.
- Note in Comments box if the employee's salary (if above the maximum of the new grade) is to be retained. If it is, at the end of the 2-year salary retention period, send a PAF to reduce the salary.
- PAF for voluntary demotion should be sent to OHR/Staffing and Organizational Development, EOB 7th floor.
- If the demotion is involuntary, this is an adverse action. PAF must be sent to OHR/Labor/Employee Relations, EOB 7th floor.

TODAY'S DATE	:	:
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**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE 07/02/2000	EMPLOYEE NAME DOE, JOHN
DEPARTMENT NAME / ADDRESS DPS CUST SVCS RESIDENTAIL DEV 250 HUNFERFORD DRIVE ROCKVILLE MD 20850	
LAST ACTION(S) 20	EMPLOYEE I.D. 123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 12/31/2000	ACTION(S) 08 10
------------------------------	--------------------

- | | |
|----------------------|--------------------------------------|
| 01 - APPOINTMENT | 07 - JOB RECLASS |
| 02 - LOA WITH PAY | 08 - DEMOTION |
| 03 - LOA WITHOUT PAY | 09 - INCREMENT/JOB ASSIGNMENT CHANGE |
| 04 - RETURN FROM LOA | 10 - TRANSFER |
| 05 - SEPARATION | 11 - OTHER DATA CHANGE |
| 06 - PROMOTION | 12 - DATA CORRECTION |

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) DOE, JOHN	SUFFIX
--	--------

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	03/30/1987	09/02/1986					R	F	E
	:	:		:	:				

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	03/30/2001		09/02/1986	753030
	:	:	:	751010

TRANSFER AND VOLUNTARY DEMOTION
NO DECREASE IN PAY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
43,921		▲			▲		▲	43,921

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	03/02/1987	OPT	FULL		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE						PERMIT TECHNICIAN II	
JOB ASSIGNMENT COMMENTS							
JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE		
1	11/10/1997	99/99/9999	06637	002262	08/16/1998		
	12/31/2000	:	13525	109273	12/31/2000		
OFFICE SERVICES COORDINATOR							
PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.
21.116	H	17		100.00		B1	P
▲		15		▲			
							753030
							751010

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
753030001	REG	100.00	07/05/1993	99/99/9999
751010001		▲	12/31/2000	:
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

LWOP Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

- A LWOP PAF *must* be generated if the employee will be on LWOP more than 10 working days. An employee may only be on LWOP for a maximum of one year. Please send immediately so that information on LWOP and continuation of insurance can be sent to employee.
- Don't forget LOA Return Date, LOA Reason Code, and Reinstatement Rights fields. These are mandatory fields for processing. Reason Codes are on reverse of PAF.
- If employee is on medical LWOP for the employee's own injury or illness, remember to put in Comments box if the leave is FMLA leave – important for insurance continuation.
- Employee should sign PAF if LWOP more than 90 days and the employee has waived reinstatement rights.

TODAY'S DATE : :

**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

LIB WHEATON
11701 GEORGIA AVENUE
WHEATON MD 20902

LAST ACTION(S)

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

01 01 2001

ACTION(S)

03

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05 03 1999	05 03 1999						R	P
L	01 01 2001	: :		09 01 2001	05	Y			N

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	05 03 2001	: :	05 03 1999	71200223
	: :	: :	: :	

COMMENTS

LWOP MEDICAL FMLA LEAVE

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
22,907		▲			▲		▲	22,907

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	11 03 1999	OPT	FULL		: :

ASSIGNMENT INFORMATION

JOB CLASS TITLE LIBRARY DESK ASSISTANT

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	05 03 1999	99 99 9999	05730	001175	05 03 1999
	: :	: :			: :

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
11.013	H	10		50.00		B1	P	71200223
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
712002231	REG	50.00	05 03 1999	99 99 9999
		▲	: :	: :
		▲	: :	: :
		▲	: :	: :

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

LWOP, Return from Notes

Send completed PAF to: (See below)

- Remember to zero out LOA Return Date and LOA Reason when employee returns from LWOP.
- Send PAF to OHR/Records Management, EOB 8th floor, if LWOP less than 90 days.
- Send PAF to OHR/Staffing and Organizational Development, EOB 7th floor, if LWOP more than 90 days.

TODAY'S DATE : :

**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE
11/01/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

HHS CY&F CHILD WELFARE
401 HUNGFORD DR.
ROCKVILLE MD 20850

LAST ACTION(S)
03

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
12/17/2000

ACTION(S)

10 04

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
L	11/01/2000	06/28/1999		12/17/2000	11	Y	R	F	E
A	12/17/2000	:	:	00 00:0000	00	0		P	

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	06/28/2001		06/28/1999	644012
	:	:	:	

RETURN FROM LWOP & TRANSFER
ADJUST INCREMENT DATE

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
38,513		▲			▲		▲	38,513

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	12/28/1999	OPT	FULL		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE SOCIAL WORKER II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	06/28/1999	99/99/9999	12551	002807	07/02/2000
	12/17/2000	:	06322		:

JOB ASSIGNMENT COMMENTS

TRANSFER TO A PART-TIME
POSITION
MAIL STOP: G3046.3

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
18.516	H	23		100.00		B1	P	644012
▲				50.00				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
644012836HG3490	REG	100.00	07/02/2000	99/99/9999
		50 ▲ 00	12/17/2000	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Merit Status, Delay of Notes

Send completed PAF to: OHR/Labor/Employee Relations, EOB 7th floor.

- Extending the probationary period is an adverse action. PAF must be sent to OHR/Labor/Employee Relations.
- If you want to delay the employee's increment date as well, you must indicate that on the PAF.
- **Important:** The effective date on the PAF *must* be the beginning of the pay period *before* the pay period in which the merit status date falls. The wrong effective date on the PAF could result in the delay of merit status not being processed in time to effect the delay.
- **Important:** Leave enough time for the PAF to get to Records Management (after Labor/Employee Relations) at least 2-3 weeks before the original merit status date.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 07/10/2000
EMPLOYEE NAME KENT, CLARK
DEPARTMENT NAME / ADDRESS
HHS AMH OUTPATIENT
401 HUNGERFORD DR.
ROCKVILLE MD 20850
LAST ACTION(S) 01
EMPLOYEE I.D. 123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 01 10 2001
ACTION(S) 11

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION
07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) KENT, CLARK
SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	07/10/2000	07/10/2000					R	P	N
	:	:		:	:				

PAY STAT. H INCR. DATE 07/10/2001 LONGEVITY DATE : : ORIGINAL HIRE DATE 07/10/2000 DEPT. NO. 648004

COMMENTS
MERIT SYSTEM STATUS
3 MONTHS DELAY OF MERIT SYSTEM STATUS

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
25,158								25,158
		▲			▲		▲	

MERIT STATUS Y MERIT SYSTEM STATUS DATE 01/10/2001
04/10/2001
UNION ID BARG UNIT FEES ELIGIBLE
TP TEMPORARY PROMOTION DATE : :

ASSIGNMENT INFORMATION

JOB CLASS TITLE ADMINISTRATIVE AIDE

JOB ASSIGNMENT COMMENTS

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	07/10/2000	99/99/9999	05302	009275	07/10/2000
	:	:			:

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
12.095	H	12		75.00		B1	P	648004
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
648004001	REG	75.00	07/10/2000	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Military Leave – Involuntary, National Emergency Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

- For involuntary military leave as part of a national emergency, under Presidential authority only. Not for routine training or other voluntary or involuntary military leave.
- Military orders must accompany the PAF. Employee's pay information must be sent to Payroll.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE
07/01/2001

EMPLOYEE NAME

DUCK, DONALD

DEPARTMENT NAME / ADDRESS

LAST ACTION(S)
20CAT LITIGATION
101 MONROE ST.
ROCKVILLE, MD 20850EMPLOYEE I.D.
123456789INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.EFFECTIVE DATE
10 24 2001

ACTION(S)

11

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DUCK, DONALD

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	08/18/1994	08/18/1994					R	F	E
M	10 24 2001	:	:	:	:				

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	08/18/2002		08/18/1994	302010
	:	:	:	

COMMENTS

INVOLUNTARY MILITARY DUTY
NATIONAL EMERGENCY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
82,614							82,614
		▲		▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	02/18/1995				
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE ASST COUNTY ATTORNEY III

JOB ASSIGNMENT COMMENTS

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/01/1999	99/99/9999	00676	006106	03/01/1999
	:	:			:

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
39.718	H	32		100.00		B1	P	302010
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
324010011	REG	100.00	01/18/1994	99/99/9999
GENMLP	MIL	▲	10/24/2001	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Military Leave, Return from
Notes**

Send completed PAF to: OHR/Records Management, EOB 8th floor.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE
10/24/01

EMPLOYEE NAME
DUCK, DONALD

LAST ACTION(S)
11

DEPARTMENT NAME / ADDRESS
CAT LITIGATION
101 MONROE ST.
ROCKVILLE, MD 20850

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
04.24.2002

ACTION(S)
11

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DUCK, DONALD

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
M	10/24/2001	08/18/1994					R	F	E
A	04.24.2002	:	:	:	:				

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	08/18/2002		08/18/1994	302010
	:	:	:	

RETURN FROM INVOLUNTARY
MILITARY DUTY
NATIONAL EMERGENCY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DOLLARS	DIFF. PERCENT	TOTAL COUNTY SALARY
82,614								82,614

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	02/18/1995		EXEMPT		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE ASST COUNTY ATTORNEY III

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/01/1999	99/99/9999	00676	006106	03/01/1999
	:	:			:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
39.718	H	32		100.00		B1	P	302010

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
324010011-GENMLP	MIL	100.00	10/24/2001	99/99/9999
DELETE	REG		04/24/2002	:
			:	:
			:	:
			:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Promotion – Competitive Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Check new job class to see if bargaining unit eligibility changes.
- Send completed PAF with application for promotion.

TODAY'S DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE
01/14/2001EMPLOYEE NAME
FINN, HUCKLEBERRYLAST ACTION(S)
09 06DEPARTMENT NAME / ADDRESS
COR DETENTION SVC MGMT SVCS
1307 SEVEN LOCKS ROAD
ROCKVILLE, MD 20854EMPLOYEE I.D.
123456789INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.EFFECTIVE DATE
04 22 2001ACTION(S)
0601 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

FINN, HUCKLEBERRY

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	01/23/1984	01/23/1984					R	F	N
	:	:		:	:				

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	01/23/2002		01/23/1984	42200102
	:	:	:	:

COMMENTS

PROMOTION 10%

ANNUAL BASE SALARY	LONGEVITY DOLLARS PERCENT	PAY DIFFERENTIAL DOLLARS CODE PERCENT	ED. SALARY DIFF. DOLLARS PERCENT	TOTAL COUNTY SALARY
46,346				46,346
50,981	▲		▲	50,981

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	07/23/1984	OPT	FULL		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE FISCAL ASSISTANT

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	06/18/2000	99/99/9999	03392	000215	06/18/2000
	04/22/2001	:	13527	000212	04/22/2001

JOB ASSIGNMENT COMMENTS

PROMOTED TO ACCOUNTANT
AUDITOR I

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
22.282	H	16		100.00		B1	P	42200102
24 510	▲	18		▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
422001020	REG	100.00	06/18/2000	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Promotion – Non-Competitive In Employee’s Own Position
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

07/02/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

BOA BOARD OF APPEALS
100 MARYLAND AVENUE
ROCKVILLE, MD 20850

LAST ACTION(S)

20

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

12 :31 2000

ACTION(S)

06

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05/21/1990	05/21/1990					R	F	E
	:	:	:	:	:				

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	05/21/2001		05/21/1990	021001
	:	:	:	:

PROMOTION FROM ADMIN SPEC. I
TO ADMIN SPEC II

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
48,896							48,896
51,340		▲		▲		▲	51,340

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	11/21/1990		EXEMPT		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE ADMINISTRATIVE SPEC. I

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
i	02/28/1999	99/99/9999	00933	000152	02/28/1999
	:	:		000151	12/31/2000

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
23 508	H	18		100 00		B1	P	021001
24. ▲ 683		21		▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
021001001	REG	100.00	02/07/1993	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Promotion – Temporary Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Remember to put Y in PAF field #40 and the effective date of the temporary promotion in field #41.
- **Important:** Do not change position number.
- See *Personnel Regulations* and collective bargaining agreements for limits on temporary promotions.

TODAY'S DATE 12-19-00

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 07/02/2000
EMPLOYEE NAME DOE, JOHN
DEPARTMENT NAME / ADDRESS
POL ISB CRIMINAL INVESTIGATION
2300 RANDOLPH ROAD
WHEATON MD 20902
LAST ACTION(S) 20
EMPLOYEE I.D. 123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.
EFFECTIVE DATE 10-22-00
ACTION(S) 09
01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION
07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) SUFFIX
DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	09/12/1988	12/16/1985					R	F	N

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.	COMMENTS
H	12/16/2000		12/16/1985	473060	TEMPORARY PROMOTION TO SERGEANT

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
59,482								59,482
65,431		▲			▲		▲	65,431

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	01/29/1990	POLICE	DUES	Y	10-22-2000

ASSIGNMENT INFORMATION

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE	JOB CLASS TITLE	MASTER POLICE OFFICER	JOB ASSIGNMENT COMMENTS
1	03/30/1997	99/99/9999	11610	003074	05/12/1996			
				003067	10/22/2000			

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
28.597	H	P5		100.00		B1	P	473060
31 ▲ 457		A1		▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47306014A	REG	100.00	03/30/1997	99/99/9999
		▲		
		▲		
		▲		

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Promotion – Temporary to MLS (from a non-MLS position)

Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Enter Y in the TP field #40 and the effective date in Temporary Promotion Date field #41.
- **Important:** *Don't enter any other changes except to salary. Do not change job class, grade or position number. Do not zero out increment date.*
- Make a note in the Comments box that this is a temporary promotion to an MLS position.
- Remember that actions must be effective at the beginning of a pay period.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

LAST EFFECTIVE DATE
07/16/2000

EMPLOYEE NAME
BUNNY, BUGS

LAST ACTION(S)
09

DEPARTMENT NAME / ADDRESS
HCA CD SIL SPR REVITALIZATION
962 WAYNE AVENUE #300
SILVER SPRING MD 20910

EMPLOYEE I.D.
123456789

PAF

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
07/30/2000

ACTION(S)
06

- 01 - APPOINTMENT
- 02 - LOA WITH PAY
- 03 - LOA WITHOUT PAY
- 04 - RETURN FROM LOA
- 05 - SEPARATION
- 06 - PROMOTION

- 07 - JOB RECLASS
- 08 - DEMOTION
- 09 - INCREMENT/JOB ASSIGNMENT CHANGE
- 10 - TRANSFER
- 11 - OTHER DATA CHANGE
- 12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) SUFFIX
BUNNY, BUGS

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	07/20/1992	07/20/1992					R	F	E
:	:	:	:	:	:	:	:	:	:

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	07/20/2001		07/20/1992	763040
:	:	:	:	:

COMMENTS

TEMPORARY PROMOTION TO
REGIONAL CENTER DIRECTOR, 8%
INCREASE (MLS POSITION)

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
75,841								75,841
81,908		▲			▲		▲	81,908

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	01/20/1993		EXEMPT	Y	07/30/2000
:	:	:	:	:	:

ASSIGNMENT INFORMATION

JOB CLASS TITLE SR. BUSINESS DEVP. SPEC

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	07/28/1992	99/99/9999	10651	004430	06/20/1999
:	:	:	:	:	:

JOB ASSIGNMENT COMMENTS

MANAGER II

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
36.462	H	27		100.00		B1	P	763040
39.379				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
763040001	REC	100.00	12/31/1998	99/99/99
		▲		
		▲		
		▲		

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Promotion – Ending Temporary Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Remember to zero out the TP field (#40) and the Temporary Promotion Date (#41).
- To determine the employee's new salary after the end of the temporary promotion, go back to the employee's salary before the temporary promotion, and calculate any general wage adjustments or increments. The result will be the employee's new salary after the end of the temporary promotion. Please check your calculations carefully.
- Reminder: If the person whose temporary promotion is ending is receiving a permanent promotion effective the same date, please staple the PAFs together before sending them to OHR.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 09/10/2000	EMPLOYEE NAME MOUSE, MICKEY
LAST ACTION(S) 06	DEPARTMENT NAME / ADDRESS POLICE BETHESDA DISTRICT 7359 WISCONSIN AVENUE BETHESDA MD 20814
EMPLOYEE I.D. 123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 12/03/2000	ACTION(S) 09
------------------------------	-----------------

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) MOUSE, MICKEY	SUFFIX
--	--------

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05/25/1986	05/25/1986					R	F	E

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	05/25/2001		05/25/1986	472022

COMMENTS
TERMINATION OF TEMPORARY PROMOTION

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
67,848								67,848
61,679		▲			▲		▲	61,679

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	11/25/1987		EXEMPT	Y	09/10/2000
				0	00/00/0000

ASSIGNMENT INFORMATION

JOB CLASS TITLE POLICE SERGEANT			JOB ASSIGNMENT COMMENTS		
------------------------------------	--	--	-------------------------	--	--

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/14/1999	99/99/9999	01418	003067	08/13/2000
				003074	12/03/2000

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
32.619	H	A1		100.00		R1	P	472022
29 ▲ 653		P5		▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47202211A	REG	100.00	03/14/1999	99/99/9999
		▲		
		▲		
		▲		

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Reclassification/Reallocation – No Grade Change
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE

11/07/2000

EMPLOYEE NAME

DUCK, DONALD

DEPARTMENT NAME / ADDRESS

POL MSB MANAGEMENT & BUDGET
2350 RESEARCH BOULEVARD
ROCKVILLE MD 20850

LAST ACTION(S)

07

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

12/31/2001

ACTION(S)

07

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DUCK, DONALD

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	10/25/1987	10/25/1987						R	F
	:	:		:	:				

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	10/25/1997		10/25/1987	474012
	:	:	:	

RECLASSIFICATION
TITLE CHANGE

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
76,327							76,327
		▲		▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y			EXEMPT		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

PROGRAM MANAGER II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	10/25/1987	99/99/9999	00625	000832	11/07/1999
	:	:		000424	12/31/2001

JOB ASSIGNMENT COMMENTS

MANAGEMENT & BUDGET
SPECIALIST III

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
36.696	H	25		100.00		B1	P	474012
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47401212B	REG	100.00	07/01/1992	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Reclassification/Reallocation Upward Notes

Send completed PAF to: OHR/Staffing and Organizational Development, EOB 7th floor.

- For a position reclassification, you should already have submitted a PPF to OHR when requesting the classification study. (If the position is reclassified, the PPF must be processed to change the position before the PAF can be processed for the employee.)
- For an upward reclassification or reallocation of a position, a merit system employee whose performance is satisfactory should have the increment date reassigned to the effective date of the reclassification or reallocation. The employee is then eligible for an immediate pay increase of 3.5%, as long as the employee's salary does not exceed the maximum of the new grade. (This does not apply to an employee temporarily promoted to the reclassified position.) *Note also that a probationary employee is not eligible to receive the increment and would not have the increment date changed.*
 - Use action codes 07 and 09.
 - Enter the employee's next increment date.
 - Enter the new salary and pay rate if the employee is to receive an increment.
 - Enter into Comment box: UPWARD RECLASSIFICATION AND CHANGE OF INCREMENT DATE.
- If an employee's regular increment date falls in the same pay period as an upward reclassification of the employee's position, the employee may only receive one increment.
- Be sure to use the correct turnaround PAF. Check the last action and its effective date in the upper left corner of the PAF. If the turnaround is for an employee's service increment, check carefully so that the employee is not given a double increment.

Note that to delay or deny a service increment is an adverse action that requires additional time to process. When your department receives notice of a proposed upward position reclassification or reallocation for an employee whose performance is not satisfactory, you must immediately initiate any action to delay or deny the expected increment. Contact OHR's Labor/Employee Relations Team with questions.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE
01/28/2001

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

LIBRARY ASPEN HILL
4407 ASPEN HILL ROAD
ROCKVILLE, MD 20853

LAST ACTION(S)
0320

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
07 : 23 : 2001

ACTION(S)

07 09

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	02/10/1986	02/10/1986					R	P	N
	:	:		:					

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	02/10/2002		02/10/1986	71200201
	07:23 2002	:	:	

COMMENTS

UPWARD RECLASSIFICATION AND
CHANGE INCREMENT DATE

ANNUAL BASE SALARY	DOLLARS	LONGEVITY PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
39,413							39,413
40,793		▲		▲		▲	40,793

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	:	OPT	DUES		:
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE LIBRARY ASSISANT I

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	02/23/1987	99/99/9999	05421	001166	02/10/1986
	:	:		001190	07/23/2001

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
18.949	H	13		50.00		B1	P	71200201
19 ▲ 612		17		▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
712002011	REG	50.00	02/10/1986	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Service Increment (Police and Fire only)
Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 07/02/2000	EMPLOYEE NAME MENACE, DENNIS
LAST ACTION(S) 20	DEPARTMENT NAME / ADDRESS POL WHEATON/GLENMONT DISTRICT 2300 RANDOLPH ROAD WHEATON MD 20902
EMPLOYEE I.D. 123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 01/14/2001	ACTION(S) 09
------------------------------	-----------------

- | | |
|----------------------|--------------------------------------|
| 01 - APPOINTMENT | 07 - JOB RECLASS |
| 02 - LOA WITH PAY | 08 - DEMOTION |
| 03 - LOA WITHOUT PAY | 09 - INCREMENT/JOB ASSIGNMENT CHANGE |
| 04 - RETURN FROM LOA | 10 - TRANSFER |
| 05 - SEPARATION | 11 - OTHER DATA CHANGE |
| 06 - PROMOTION | 12 - DATA CORRECTION |

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) MENACE, DENNIS	SUFFIX
---	--------

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	01/18/1994	01/18/1994					R	F	N
	:	:		:					

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.	COMMENTS SERVICE INCREMENT
H	01/18/2001		01/18/1994	472024	
	01/18/2002	:	:		

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
44,604								44,604
46,166		▲			▲		▲	46,166

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	06/24/1995	POLICE	DUES		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE POLICE OFFICER III						JOB ASSIGNMENT COMMENTS
JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE	
1	06/26/1994	99/99/9999	11195	003080	06/21/1998	

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
21.444	H	P4		100.00		B1	P	472024
22.195▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47202411A	REG	100.00	06/26/1994	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Service Increment – Delay of Notes

Send completed PAF to: OHR/Labor/Employee Relations, EOB 7th floor.

- This is an adverse action. PAF must be sent to Labor/Employee Relations.
- **Important:** The effective date on the PAF should be at least one pay period *before* the beginning of the pay period in which the increment date falls. A later effective date will cause the PAF to be processed too late to delay the increment.
- Use the Comments box to indicate that the action is a delay of service increment and details.
- **Important:** Leave enough time for the PAF to get to Records Management (after Labor/Employee Relations) at least 2-3 weeks before the original increment date.

TODAY'S
DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

07/02/2000

EMPLOYEE NAME

WOODPECKER, WOODY

DEPARTMENT NAME / ADDRESS

POL ISB SPECIAL OPERATIONS
2350 RESEARCH BOULEVARD
ROCKVILLE MD 20850

LAST ACTION(S)

20

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

01/14/2001

ACTION(S)

11

01 - APPOINTMENT

02 - LOA WITH PAY

03 - LOA WITHOUT PAY

04 - RETURN FROM LOA

05 - SEPARATION

06 - PROMOTION

07 - JOB RECLASS

08 - DEMOTION

09 - INCREMENT/JOB ASSIGNMENT CHANGE

10 - TRANSFER

11 - OTHER DATA CHANGE

12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

WOODPECKER, WOODY

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	01/30/1995	01/30/1995					R	F	N
:	:	:	:	:	:	:	:	:	:

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	01/30/2001		01/30/1995	473070
	04/30/2001	:	:	:

COMMENTS

SERVICE INCREMENT
DELAYED SERVICE INCREMENT FOR
3 MONTHS TO 04/30/2001

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
25,275		▲			▲		▲	25,275

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	07/30/1995	OPT	DUES		
:	:	:	:	:	:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

CROSSING GUARD

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	01/30/1995	99/99/9999	01923	003515	01/30/1995
:	:	:	:	:	:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
12.151	H	09		50.00		B1	P	473070
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
47307018B	REG	50.00	02/13/2000	99/99/9999
		▲		
		▲		
		▲		

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Suspension
Notes**

Send completed PAF to: OHR/Labor/Employee Relations, EOB 7th floor.

- Use Comments box for additional detail.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE
07/01/90

EMPLOYEE NAME
DUCK, DAFFY

LAST ACTION(S)
09

DEPARTMENT NAME / ADDRESS
CORR & REHAB/DSD-INMATE SVS
1307 SEVEN LOCKS ROAD
ROCKVILLE, MD 20854

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
03/25/1991

ACTION(S)
08

- | | |
|----------------------|--------------------------------------|
| 01 - APPOINTMENT | 07 - JOB RECLASS |
| 02 - LOA WITH PAY | 08 - DEMOTION |
| 03 - LOA WITHOUT PAY | 09 - INCREMENT/JOB ASSIGNMENT CHANGE |
| 04 - RETURN FROM LOA | 10 - TRANSFER |
| 05 - SEPARATION | 11 - OTHER DATA CHANGE |
| 06 - PROMOTION | 12 - DATA CORRECTION |

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) SUFFIX
DUCK, DAFFY

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05/14/1990	05/14/1990					R	F	E
:	:	:	:	:	:	:	:	:	:

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	05/14/1991		05/14/1990	42200403
:	:	:	:	:

THREE DAY SUSPENSION EFFECTIVE (03/25, 26, & 27)

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
29,580								29,580
		▲			▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	11/14/1990	OPT	DUES		
:	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE RECREATION SPECIALIST II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	05/14/1990	99 99 9999	03353	001015	05/14/1990
:	:	:	:	:	:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
14.221	H	21		100.00		B1	P	42200403
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
422004030	REG	100.00	05/14/1990	99 99 9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Termination – Voluntary, Resignation Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

- Termination action code 05 is used for retirement and other reasons for voluntary or involuntary separation from County service. A reason code for termination is required. These can also be found on the reverse of the PAF. For a resignation, reason code 31 is usually used; for RIF, the reason code is 02; for discontinued service retirement (DSR) the reason code is 45. An explanatory note in the Comment box is also always good idea.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE 09/24/2000	EMPLOYEE NAME DOE, JOHN
DEPARTMENT NAME / ADDRESS HHS CI&VS PUBL ASSIST BENEFIT 401 HUNGERFORD DR. ROCKVILLE MD 20850	
LAST ACTION(S) 09	
EMPLOYEE I.D. 123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.		01 - APPOINTMENT	07 - JOB RECLASS
EFFECTIVE DATE 01/05/2001	ACTION(S) 05	02 - LOA WITH PAY	08 - DEMOTION
		03 - LOA WITHOUT PAY	09 - INCREMENT/JOB ASSIGNMENT CHANGE
		04 - RETURN FROM LOA	10 - TRANSFER
		05 - SEPARATION	11 - OTHER DATA CHANGE
		06 - PROMOTION	12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	SUFFIX
DOE, JOHN	

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	10/06/1997	10/06/1997							
T	01/05/2001	:	31	:					

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.	COMMENTS
H	10/06/2001		10/06/1997	647017	RESIGNATION
	:	:	:		

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
34,352		▲			▲		▲	34,352

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	04/06/1998	OPT	FULL		
	:				

ASSIGNMENT INFORMATION

JOB CLASS TITLE		INCOME ASST. PROG. SPEC II	
JOB NO.		JOB ASSIGNMENT COMMENTS	
BEGIN DATE	END DATE	POSITION NO.	CLASS ENTRY DATE
10/06/1997	99/99/9999	11481	002012
:	01/05/2001		:

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
16.515	H	20		100.00		B1	P	647017
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
647017801HG0010	REG	100.00	10/06/1997	99/99/9999
		▲	:	01/05/2001
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Termination -- Termination from Job 2

Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

- Enter Action Code and Effective Date. Enter all other information (dates) in the Assignment Information section of the PAF. Don't enter anything in the Status Information section of the PAF.
- Remember to put Job 2 at the top of the PAF in bold letters and/or use the Comments box to indicate that the action affects Job 2.

TODAY'S DATE	:	:
--------------	---	---

**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST EFFECTIVE DATE
12/31/2000

EMPLOYEE NAME

BUNNY, BUGS

DEPARTMENT NAME / ADDRESS

MONTG. CO. DEPT. OF RECREATION SENIORS
3950 FERRARA DRIVE
WHEATON MD 20906

LAST ACTION(S)
01

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
01/12/2001

ACTION(S)

05		
----	--	--

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

BUNNY, BUGS

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	10/22/2000	10/22/2000						T	P N
	:	:		:	:				

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H			10/22/2000	0464001
	:	:	:	:

COMMENTS

JOB 2

TERMINATION OF JOB 2

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
33,845		▲			▲		▲	33,845

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

RECREATION ASSISTANT VII

JOB ASSIGNMENT COMMENTS

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
2	12/31/2000	99/99/9999	12675	001055	12/31/2000
	:	01/12/2001			:

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
13.814	H	S7		50.00		B1	P	722102
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
722103517	TPP	50.00	12/31/2000	99/99/9999
		▲	:	01/12/2001
			:	:
		▲	:	:
			:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Termination – Involuntary, Dismissal Notes

Send completed PAF to: OHR/Labor/Employee Relations, EOB 7th floor.

- This is an adverse action. PAF must be sent to Labor/Employee Relations.
- *Do not put adverse language in the Comments box* such as “Not eligible for rehire” unless the employee has first been given an opportunity to see that language and to respond to it in writing. If you choose to use such notes, any written response by the employee must be submitted with the termination PAF and will become part of the employee’s record.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE
01/01/1986

EMPLOYEE NAME
BUNNY, BUGS

LAST ACTION(S)
01

DEPARTMENT NAME / ADDRESS
PWT TRANSIT SILVER SPRING RO
110 NORTH WASHINGTON ST. #210
ROCKVILLE, MD 20850

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
11/27/1986

ACTION(S)
05

- 01 - APPOINTMENT
- 02 - LOA WITH PAY
- 03 - LOA WITHOUT PAY
- 04 - RETURN FROM LOA
- 05 - SEPARATION
- 06 - PROMOTION

- 07 - JOB RECLASS
- 08 - DEMOTION
- 09 - INCREMENT/JOB ASSIGNMENT CHANGE
- 10 - TRANSFER
- 11 - OTHER DATA CHANGE
- 12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) SUFFIX
BUNNY, BUGS

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	01/01/1986	01/01/1986						R	F N
T	11/27/1986	: :	23	: :					

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	01/01/1987		01/01/1986	09010-001
	: :	: :	: :	

COMMENTS

DISMISSAL

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
25,416								25,416
		▲			▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	07/01/1986		EXEMPT		
	: :				: :

ASSIGNMENT INFORMATION

JOB CLASS TITLE PERSONNEL SPECIALIST I

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	01/01/1986	99/99/9999	12345	000123	01/01/1986
	: :	11/27/1986			: :

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
12.219	H	18		100.00			P	09010-001
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
642214555	REG	100.00	01/01/1986	99/99/9999
		▲	: :	11/27/1986
		▲	: :	: :
		▲	: :	: :

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Transfer Within Department (Lateral Transfer)
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

TODAY'S
DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE

07/02/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

HHS A & D ASSESSMENT CENTER
401 HUNGERFORD DR.
ROCKVILLE MD 20850

LAST ACTION(S)

20

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

01-28-2001

ACTION(S)

10

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	10/07/1974	10/07/1974					R	F	E
	:	:		:					

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	12/25/1994		10/07/1974	645004
	:	:	:	645023

LATERAL TRANSFER

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
65,049		▲			▲		▲	65,049

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	04/07/1975	OPT	DUES		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

COMMUNITY HEALTH NURSE II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	09/26/1999	99/99/9999	04623	002306	06/16/1991
	01/28/2001	:	13168		:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CO.	JOB DEPT. NO.
31.274	H	23		100.00			P	645004
▲				▲				645023

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
645004201	REG	100.00	06/16/1991	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Transfer from Full-time to Part-time
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

TODAY'S
DATE

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST
EFFECTIVE DATE
07/02/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

PWT TRANSIT GAITHERSBURG RO
110 NORTH WASHINGTON ST #210
ROCKVILLE MD 20850

LAST ACTION(S)
20

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
01/14/2001

ACTION(S)
10

- 01 - APPOINTMENT
- 02 - LOA WITH PAY
- 03 - LOA WITHOUT PAY
- 04 - RETURN FROM LOA
- 05 - SEPARATION
- 06 - PROMOTION

- 07 - JOB RECLASS
- 08 - DEMOTION
- 09 - INCREMENT/JOB ASSIGNMENT CHANGE
- 10 - TRANSFER
- 11 - OTHER DATA CHANGE
- 12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	11/16/1998	11/16/1998					R	F	N
:	:	:	:	:	:	:		P	

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	02/14/2001		11/16/1998	508004
:	:	:	:	:

COMMENTS

TRANSFER FROM FULL TIME
CAREER TO PART TIME CAREER

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
26,895		▲			▲		▲	26,895

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	08/14/1999	SLT	FULL		
:	:	:	:	:	:

ASSIGNMENT INFORMATION

JOB CLASS TITLE BUS OPERATOR

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	02/14/1999	99/99/9999	07735	004466	11/16/1998
	01/14/2001	:	007739		:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
12.930	H	14		100.00		R1	P	508004
▲				50.00				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
508004004	REG	100.00	02/14/1999	99/99/9999
		50.00	01/14/2001	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Transfer and Promotion Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Check new job class to see if bargaining unit eligibility changes.
- If transfer is to another department, send the employee's latest turnaround to the new department for them to complete.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE

07/16/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

LIB BUSINESS OFFICE ADMIN
99 MARYLAND AVENUE
ROCKVILLE, MD 20850

LAST ACTION(S)

11

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

08-27-2000

ACTION(S)

10 06

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	07/18/1977	07/18/1977					R	P	N
	:	:		:	:			F	

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	07/18/2001		07/18/1977	71100201
	:	:	:	3370-01

TRANSFER & PROMOTION TO OSC 5 %

ANNUAL BASE SALARY	LONGEVITY DOLLARS PERCENT	PAY DIFFERENTIAL DOLLARS CODE PERCENT	ED. SALARY DIFF. DOLLARS PERCENT	TOTAL COUNTY SALARY
37,706				37,706
39,592				39,592

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	:	OPT	FULL		:
	:		EXEMPT		:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

PRINCIPLE ADMIN AIDE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	02/01/1998	99/99/9999	05363	009274	02/15/1998
	08/27/2000	:	00885	109273	08/27/2000

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
18.128	H	13		75.00		B1	P	71100201
19.035		15		100.00				3370-01

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
711002011	REG	75.00	03/13/1998	99/99/9999
337001001		75.00	08/27/2000	:
337001003	REG	25.00	08/27/2000	99/99/9999
			:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Transfer and Demotion Notes

Send completed PAF to: (See below.)

- Send completed PAF to OHR/Staffing and Organizational Development, EOB 7th floor if demotion is voluntary or due to RIF.
- Send completed PAF to OHR/Labor/Employee Relations, EOB 7th floor if demotion is involuntary.
- If transfer is to another department, send the employee's latest turnaround to the new department for them to complete.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE
07/02/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

DPS CUST SVCS RESIDENTIAL DEV
250 HUNGERFORD DRIVE
ROCKVILLE, MD 20850INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.LAST ACTION(S)
20EMPLOYEE I.D.
123456789ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.EFFECTIVE DATE
12 31 2000

ACTION(S)

10 08

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	03/30/1987	03/30/1987					R	F	E
	:	:		:					

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	03/30/2001		09/02/1986	753030
	:	:	:	751010

COMMENTS

TRANSFER AND VOLUNTARY DEMOTION
NO DECREASE IN PAY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
43,921							43,921
		▲		▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	03/02/1987	OPT	FULL		
	:				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

PERMIT TECHNICIAN II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	11/10/1997	99/99/9999	06637	002262	08/16/1998
	12 31 2000	:	13525	109273	12 31 2000

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
21.116	H	17		100.00		B1	P	753030
▲		15		▲				751010

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
753030001	REG	100.00	07/05/1993	99/99/9999
751010001		▲	12/31/2000	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Transfer to Public Safety Sworn Position Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- This action is formally a termination and appointment. An employee who “transfers” to a uniformed position in Police, Fire, or the Sheriff’s Office needs a termination/resignation PAF from the old position/department and an appointment PAF to the new position/department. The resignation PAF Comments box should state that the employee is being appointed to a position in the new department (give department name) effective (give date). The appointment PAF should indicate in the Comments box that the employee resigned from the old department (give department name) effective (give date). The resignation date should be at the end of a pay period, and the appointment date the beginning of the next pay period so that there is no break in service.
- The two departments need to coordinate the submission of the PAFs. The PAFs must be sent to OHR together (stapled) so that they will be processed together. If the two actions are not processed together, the employee’s benefits could be adversely affected.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE

EMPLOYEE NAME

WOODPECKER, WOODY

DEPARTMENT NAME / ADDRESS

OFFICE OF COUNTY SHERIFF

LAST ACTION(S)

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

03 : 15 : 98

ACTION(S)

01

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

WOODPECKER, WOODY

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
T	03/14/1998	03/03/1997						R	F N
A	03/15/1998	03/15/1998	00	:	:			R	F N

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	03/15/1999	:	:	4860-02

NEW APPOINTMENT
DEPUTY SHERIFF II
(RESIGNED FROM POLICE 3/14/98)

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
31,725							31,725
29,287		▲		▲		▲	29,287

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	03/15/1999				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE DEPUTY SHERIFF PRIVATE

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/03/1997	03/14/1998			03/03/1997
	03/15/1998	99/99/9999	12013	003530	03/15/1998

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
15.252								
14.080	H	16		100	00		P	4860-02

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
486002001	REG	100.00	03/15/1998	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Transfer from Temporary to Regular Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Note in Comments box if employee has ever had permanent status before.
This will help us to determine the employee's correct leave date.
- Note that the employee will need to be scheduled to attend orientation.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE
07/02/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

LIB PS SUNDAYS & SUBSTITUTES
99 MARYLAND AVENUE
ROCKVILLE MD 20850LAST ACTION(S)
20EMPLOYEE I.D.
123456789INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.EFFECTIVE DATE
12 : 17 : 2000

ACTION(S)

10

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

SUFFIX

DOE, JOHN

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	03/02/1999	03/02/1999					T	P	N
	:	:		:	:		R		

COMMENTS

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H			03/02/1999	712004
	12/17/:2001	:	:	71200215

TRANSFER TO REG. PART TIME STATUS
EARNS LEAVE & HAS BENEFITS

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
22,131							22,131
		▲		▲		▲	

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	06/17/2001				:

ASSIGNMENT INFORMATION

JOB CLASS TITLE

LIBRARY DESK ASSISTANT

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	03/02/1999	99/99/9999	11310	001175	03/02/1999
	12/17/2000	:	11538		:

JOB ASSIGNMENT COMMENTS

LATERAL TRANSFER TO
OLNEY LIBRARY

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CO.	JOB DEPT. NO.
10.640	H	10		50.00		R1	P	712004
▲				▲				71200215

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
712004002	REG	50.00	03/02/1999	99/99/9999
712002151		▲	12/17/2000	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Transfer from Regular to Temporary Notes

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- A note in the Comments box that benefits must be removed is helpful.
- Remember to zero out increment date, merit status, and merit status date.

TODAY'S
DATEMONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**PAF**LAST
EFFECTIVE DATE

07/09/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

PWT TRANSIT SILVER SPRING RO
110 NORTH WASHINGTON ST. #210
ROCKVILLE, MD 20850

LAST ACTION(S)

09

EMPLOYEE I.D.

123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS
OF THIS FORM, PRINT OR TYPE THE NEW INFOR-
MATION IN THE UNSHADED AREA BELOW THE
APPROPRIATE FIELD.ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

12 : 17 : 2000

ACTION(S)

09

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION07 - JOB RECLASS
08 - DEMOTION
09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	04/05/1999	04/05/1999					R	P	N
	:	:		:	:		T		

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	07/08/2001		04/05/1999	508003
	00 : 00 : 0000	:	:	

COMMENTS

TRANSFER FROM REGULAR PART-TIME
TO TEMPORARY SUBSTITUTE
(DELETE BENEFITS)

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
26,894		▲			▲		▲	26,894

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	01/12/2000	SLT	FULL		
0	00 : 00 : 0000	000	EXEMPT		:

ASSIGNMENT INFORMATION

JOB CLASS TITLE BUS OPERATOR

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	05/07/2000	99/99/9999	10075	004466	04/05/1999
	12/17/2000	:	007555		:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
12.930	H	14		50.00		B1	P	508003
▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
508003004	REG	50.00	05/07/2000	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Within-Grade Salary Increase
Notes**

Send completed PAF to: OHR/Staffing and Organizational Development,
EOB 7th floor.

- Attach approval memo for within-grade increase to the PAF.

**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

DATE LAST EFFECTIVE DATE 10/08/2000	EMPLOYEE NAME DOE, JOHN
LAST ACTION(S) 09	DEPARTMENT NAME / ADDRESS FRS BETHESDA 101 MONROE STREET ROCKVILLE MD 20850
EMPLOYEE I.D. 123456789	

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE 12/31/2000	ACTION(S) 09
------------------------------	-----------------

- | | |
|----------------------|--------------------------------------|
| 01 - APPOINTMENT | 07 - JOB RECLASS |
| 02 - LOA WITH PAY | 08 - DEMOTION |
| 03 - LOA WITHOUT PAY | 09 - INCREMENT/JOB ASSIGNMENT CHANGE |
| 04 - RETURN FROM LOA | 10 - TRANSFER |
| 05 - SEPARATION | 11 - OTHER DATA CHANGE |
| 06 - PROMOTION | 12 - DATA CORRECTION |

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN	SUFFIX
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STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	02/22/1994	02/22/1994					R	F	N

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	02/22/2001		02/22/1994	45502010

COMMENTS

REMOVE WITHIN-GRADE
REDUCTION IN SALARY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
36,152			1,589	FE				37,741
38,055		▲			▲		▲	39,644

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	02/22/1995	FIRE	DUES		

ASSIGNMENT INFORMATION

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE	JOB ASSIGNMENT COMMENTS
1	12/06/1998	99/99/9999	03117	003170	08/31/1997	

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
15.121	H	F3	G	100.00		B1	P	45502010
15.889 ▲				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
455020100	REG	120.00	02/13/2000	99/99/9999
		▲		
		▲		
		▲		

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

**Within-Grade Salary Reduction
Notes**

Send completed PAF to: OHR/Labor/Employee Relations, EOB 7th floor.

- Employee should sign PAF.
- This is an adverse action. PAF must be sent to Labor/Employee Relations.

TODAY'S DATE : :

MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM

PAF

LAST EFFECTIVE DATE
10/11/1998

EMPLOYEE NAME

FINN, HUCKLEBERRY

DEPARTMENT NAME / ADDRESS

CORR & REHAB/DSD-INMATE SVS
1307 SEVEN LOCKS ROAD
ROCKVILLE, MD 20854

LAST ACTION(S)
09

EMPLOYEE I.D.
123456789

INSTRUCTIONS: WHEN ALTERING THE CONTENTS OF THIS FORM, PRINT OR TYPE THE NEW INFORMATION IN THE UNSHADED AREA BELOW THE APPROPRIATE FIELD.

ENTER THE EFFECTIVE DATE AND UP TO THREE PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE
05 : 23 : 1999

ACTION(S)

09

- 01 - APPOINTMENT
- 02 - LOA WITH PAY
- 03 - LOA WITHOUT PAY
- 04 - RETURN FROM LOA
- 05 - SEPARATION
- 06 - PROMOTION
- 07 - JOB RECLASS
- 08 - DEMOTION
- 09 - INCREMENT/JOB ASSIGNMENT CHANGE
- 10 - TRANSFER
- 11 - OTHER DATA CHANGE
- 12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

FINN, HUCKLEBERRY

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	05/14/1990	05/14/1990					R	F	E
:	:	:	:	:	:	:	:	:	:

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	05/14/2000		05/14/1990	42200403
:	:	:	:	:

COMMENTS

FIVE PERCENT WITHIN GRADE
REDUCTION FOR 20 PAY PERIODS

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
46,155								46,155
43,847		▲			▲		▲	43,847

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	11/14/1990	OPT	DUES		
:	:	:	:	:	:

ASSIGNMENT INFORMATION

JOB CLASS TITLE RECREATION SPECIALIST II

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
I	05/14/1990	99/99/9999	03353	001015	05/14/1990
:	:	:	:	:	:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CD.	JOB DEPT. NO.
22.190	H	21		100.00		B1	P	42200403
21.▲080				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
422004030	REG	100.00	01/13/1991	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00

Within-Grade Salary Reduction, Removal Notes

Send completed PAF to: OHR/Records Management, EOB 8th floor.

- To determine the employee's new salary after the salary reduction is removed, go back to the employee's salary before the salary reduction, and calculate any general wage adjustments or increments. The result will be the employee's new salary after salary reduction is removed. Please check your calculations carefully.

TODAY'S
DATE

**MONTGOMERY COUNTY GOVERNMENT
PERSONNEL ACTION FORM**

PAF

LAST
EFFECTIVE DATE

10/08/2000

EMPLOYEE NAME

DOE, JOHN

DEPARTMENT NAME / ADDRESS

FRS BETHESDA
101 MONROE ST
ROCKVILLE, MD 20850

LAST ACTION(S)

09

EMPLOYEE I.D.

123456789

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ENTER THE EFFECTIVE DATE AND UP TO THREE
PERSONNEL ACTIONS FROM THE LIST AT RIGHT.

EFFECTIVE DATE

12-31-2000

ACTION(S)

09

01 - APPOINTMENT
02 - LOA WITH PAY
03 - LOA WITHOUT PAY
04 - RETURN FROM LOA
05 - SEPARATION
06 - PROMOTION

07 - JOB RECLASS
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09 - INCREMENT/JOB ASSIGNMENT CHANGE
10 - TRANSFER
11 - OTHER DATA CHANGE
12 - DATA CORRECTION

EMPLOYEE NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

DOE, JOHN

SUFFIX

STATUS INFORMATION

EMPL STATUS	STATUS DATE	EMPLOYMENT DATE	SEP. REASON	LOA RETURN DATE	LOA REASON	RR	R/T	F/P	E/N TYPE
A	02/22/1994	02/22/1994					R	F	N
:	:	:	:	:	:	:	:	:	:

PAY STAT.	INCR. DATE	LONGEVITY DATE	ORIGINAL HIRE DATE	DEPT. NO.
H	02/22/2001		02/22/1994	45502010
:	:	:	:	:

COMMENTS

REMOVE WITHIN GRADE REDUCTION
IN SALARY

ANNUAL BASE SALARY	LONGEVITY DOLLARS	PERCENT	PAY DIFFERENTIAL DOLLARS	CODE	PERCENT	ED. SALARY DIFF. DOLLARS	PERCENT	TOTAL COUNTY SALARY
36,152			1,589					37,741
38,055		▲			▲		▲	39,644

MERIT STATUS	MERIT SYSTEM STATUS DATE	UNION ID	BARG UNIT FEES	TP	TEMPORARY PROMOTION DATE
Y	02/22/1995	FIRE	DUES		
:	:	:	:	:	:

ASSIGNMENT INFORMATION

JOB CLASS TITLE FIREFIGHTER/RESCUER III

JOB NO.	BEGIN DATE	END DATE	POSITION NO.	JOB CLASS NO.	CLASS ENTRY DATE
1	12/06/1998	99/99/9999	03117	003170	08/31/1997
:	:	:	:	:	:

JOB ASSIGNMENT COMMENTS

PAY RATE	RATE CODE	GRADE	STEP	% FULL TIME	TERM	PAY CYCLE	TIME RPT. CO.	JOB DEPT. NO.
15.121	H	F3	G	100.00		B1	P	45502010
15 ▲ 883				▲				

ACCOUNT NUMBER (INDEX CODE, PROJECT CODE, GRANT YEAR)	EARNINGS TYPE	PERCENT	START DATE	STOP DATE
455020100	REG	120.00	02/13/2000	99/99/9999
		▲	:	:
		▲	:	:
		▲	:	:

APPROVALS

BY EMPLOYEE	DATE	BY SUPERVISOR	DATE
BY DIVISION CHIEF	DATE	BY DEPARTMENT HEAD	DATE
BY PERSONNEL DIRECTOR	DATE	BY CHIEF ADMINISTRATIVE OFFICER	DATE

PERSONNEL FILE COPY

FORM # MCG-153 5/00